

## **11.03.00.00 - PROPERTY INVENTORY**

### **11.03.01.00      General**

Each district shall keep its inventory of rentable properties in RWPS up to date and accurate.

### **11.03.02.00      Inventory Disposal Record**

The Acquisition Agent prepares the Inventory Disposal Record (IDR), RW 12-1, and assigns a Register Number when the MOS is prepared. (See Acquisition Chapter for additional information.)

### **11.03.03.00      Improvement Disposal Authorization**

The Improvement Disposal Authorization (IDA), RW 12-2, is a formal request to the DD or authorized delegate for permission to dispose of state-owned improvements or personal property. Approval of the IDA is authority to proceed with disposition of the improvements as specified. No property shall be disposed of in a manner at variance with the approved IDA without prior approval of the DD or authorized delegate.

### **11.03.04.00      Improvements and Personal Property**

For purposes of this inventory procedure, "improvements and personal property" means those structures, improvements, or personal property (such as furniture) whose disposal requires an IDA, RW 12-2. Miscellaneous items purchased as part of the real estate, such as TV antennas, air coolers, carpets, gasoline pumps, compressors, and drapes, are listed on the IDA. This applies whether the items are to be marketed, demolished, or transferred to another department or agency. Improvements such as landscaping and driveways that normally are destroyed in right of way clean-up contracts or by the road contractor as part of clearing and grubbing need not be listed.

Items of personal property purchased, such as furnishings, must also be shown. A Bill of Sale may be given an item number and copy attached to the IDR.

Whenever salvaged property is removed from state-owned parcels, it shall be placed in a secured area in district facilities. The Property Manager will keep the required inventory forms in a file to account for each item. The Property Manager shall

be responsible for the secured area and the keys thereto.

### **11.03.05.00      Numbering of IDAs and IDRs**

IDAs and IDRs carry the Parcel Number, Improvement Register Number, Expenditure Authorization Number, Co. Rte. and KP, and Federal-Aid Project Number. District filing is by Parcel Number.

### **11.03.06.00      Active Inventory of Improvements File**

The district shall maintain a file of active IDRs. A copy of the IDA for a parcel is placed in the file when the IDR file is set up. When all improvements have been disposed of in accordance with the IDA and the "Disposal Record" section (back) of the IDR has been completed, these two documents are transferred to the parcel file.

When multiple IDAs are required to dispose of improvement items carried under one Register Number, the disposal information should be transcribed from the multiple reports to the original form. The original is filed in the permanent district records.

A copy of the Inventory and Disposal Record shall be retained until it is necessary to process the improvements for clearance and an Improvement Disposal Report file is set up.

When it has been certified that all improvements have been disposed of in accordance with the Improvement Disposal Report or Reports, and the "Disposal Record" section (back) of the Inventory Disposal Record is completed, the Improvement Disposal Report shall be transferred to a closed file. The original in the active file may be destroyed.

### **11.03.07.00      Closed Inventory of Improvements File**

The closed inventory record form shall be part of the district's permanent records. As long as any items originally set up remain uncleared, however, the record must remain in the active file.

#### **11.03.08.00**      **Water Stock**

If appurtenant stock is acquired, it shall be held until the need for a water supply ceases. If it is not necessary to retain appurtenant water stock, the district shall submit the stock to the company secretary for cancellation.

In those cases involving excess land, the district must arrange for reissuance of the stock to the purchaser at the time of sale.

If non-appurtenant water stock is purchased, it shall be held until the need for a water supply ceases. It shall then be submitted to the water company for cancellation with immediate reimbursement to the state by the water company or reimbursement upon resale of the stock, at the water company's option.

If it is not necessary to purchase water stock, the district shall acquire the land without paying any consideration for the water stock.

Each district shall maintain an inventory and disposal record of water stock. The district shall inventory each acquired share or fractional share of water stock and keep a complete record of all water stock acquired.

After stock certificates are reissued in the state's name, the district shall forward them to the Accounting Service Center for filing.

The state is subject to assessments whenever it holds such shares of mutual water company stock. Prior approval from the DD or authorized delegate is required before any assessment can be paid.

Mutual water company stock that is acquired in connection with acquisition of land for other than right of way purposes shall be processed as set forth in this section.

#### **11.03.09.00**      **Lost or Stolen Property**

The Agent reports all cases of lost or stolen properties as follows:

- Salvage or Contributory Value Less Than \$100 - no action necessary.
- Salvage or Contributory Value More Than \$100, less than \$1,000 - send notice to the District Security Coordinator with a courtesy copy to the Departmental Security Coordinator in Headquarters (see Exhibit 12-EX-01). Notification of local law enforcement is at the district's discretion.
- Salvage or Contributory Value More Than \$1,000 - send notice to the District Security Coordinator with a courtesy copy to the Departmental Security Coordinator and report to local law enforcement agency.

Notification to the District Security Coordinator should be sent no later than the first work day following discovery of the incident.

The IDR should be properly annotated concerning lost, stolen, or destroyed property.